

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my start date for the [Position Title] position, originally scheduled for [Original Start Date]. Due to [brief explanation of reason], I would like to propose a new start date of [Proposed Start Date].

I appreciate your understanding and consideration of my request. I am very excited about the opportunity to join [Company Name] and contribute to the team.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

Your Name